



Rio Arriba County Detention Center (RACDC) POLICY 080: HOUSEKEEPING

The Rio Arriba County Detention facility shall have housekeeping plans in place to ensure that all areas of the detention facility are in a clean and sanitary condition.

Procedure:

1. The administration shall assign at least one pod porter to keep all areas of the pod clean.
2. Inmates assigned to cells shall be responsible for keeping their individual cells clean and orderly.
3. The pod porters shall be responsible for keeping all tables, showers, toilets, sinks, and common areas clean in their assigned pods.
4. Detention officers shall inspect the housing areas every half hour to ensure that the entire area is clean.
5. The shift supervisor shall inspect all areas of the facility at least one every shift to ensure that all areas are clean.
6. Inmates shall be able to use the cleaning supplies assigned by the control officer for the purpose of cleaning their cells.
7. Under no circumstances will inmates be allowed to have more than one cleaning item inside the pod at one time.
8. All cleaning supplies shall be removed from the living areas after every use and when not in use.
9. The shift supervisor shall make a daily inspection of no later than 10:00 am.
10. Detention officers shall ensure that floors are swept and washed daily.
11. All trash containers shall be emptied daily.
12. Inmates refusing to keep a clean and sanitary living area will be subject to the disciplinary procedures of the facility.



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13. The housing unit control officer shall document the sanitary condition of each pod on the housing unit log.
14. The same sanitary conditions expected from inmates shall also be expected from staff especially in the control centers.
15. Incoming officer shall not relieve the outgoing officer if the post is in a dirty and unsanitary condition.